
Memorandum

The City of Traverse City



TO: Michael Estes, Mayor
Jeanine Easterday, Commissioner (Chair)
Jim Carruthers, Mayor Pro Tem

COPY: Jered Ottenwess, City Manager
Benjamin Marentette, City Clerk
Dave Green, DPS Director
Justin Roy, Swr/Wtr Maintenance

FROM: Katie Lowran, Deputy City Clerk

DATE: April 11, 2104

SUBJECT: City Commission Ad hoc Committee –Water Bottle Filling Stations

A meeting of the above reference committee will take place as indicated below.

Tuesday, April 15, 2014
2:00 p.m.
2nd Floor Conference Room
Governmental Center

An outline has been attached for minute composition; please return to Katelyn Stroven when completed.

Thank you!

City Commission Ad Hoc Committee
Open Space Water Bottle Filling Stations



2:00 p.m.

Tuesday, April 15, 2014

Located in: The Second Floor Conference Room

Governmental Center

Traverse City, MI 49684

Posted: Friday, April 11, 2014

If you are planning to attend the meeting and you have a disability requiring any special assistance at the meeting, please notify the City Clerk, immediately.

The City of Traverse City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Kelli Schroeder, Human Resources Generalist, 400 Boardman Avenue, Traverse City, Michigan, 49684, 922-4440, TDD 922-4412, has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

Benjamin C. Marentette, CMC
City Clerk
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4480
Email: tcclerk@traversecitymi.gov
Web: www.traversecitymi.gov

AGENDA

1. Consideration of approving the minutes from the meeting of November 21, 2013.
2. Update regarding actual versus estimated costs for Water Bottle Filling Stations.
3. Plaque samples for Water Bottle Filling Stations.
4. Discussion regarding target installation date(s).
5. Discussion regarding proposed locations for additional entities that may be interested.
6. April 21 Ad Hoc Committee Recommendations to City Commission Regular Meeting and recommendation to consider re-establishment of Water Bottle Filling Station Ad Hoc Committee.
7. Donor Recognition. Review of draft press release. (To be released after receipt of

Office of the City Clerk, 400 Boardman Avenue, Traverse City, MI 49684, (231) 922-4480

funding – in conjunction with display ad in Record-Eagle)

7. Public Comment.
8. Adjournment.

**City Commission Ad Hoc Committee: Open Space Water Filling Stations
Minutes
Meeting of November 21, 2013**

A meeting of the City Commission Ad Hoc Committee: Open Space Water Bottle Filling Stations was called to order on Thursday, November 21, 2013 at 10:00 a.m. in the Second Floor Committee Room, 400 Boardman Avenue, Traverse City, Michigan.

The following Commissioners were present, constituting a quorum: Mayor Estes, Mayor Pro Tem Carruthers, and Commissioner Easterday.

The following Commissioners were absent: None.

Staff in attendance: Katie Lowran, Justin Roy, and Dave Green.

Commissioner Easterday served as Chair of this committee.

1. The first item being: "Consideration of approving the minutes from the meeting of August 26, 2013."

It was moved by Carruthers, seconded by Estes that the minutes from the meeting of August 26, 2013 be approved.

Carried Unanimously.

2. Next item being: "update Rotary Club Good Works Grant Application."

This Rotary Grant Application was denied as Rotary believed the money could be better used elsewhere.

3. The next item being: "discussion regarding "personalization" of Water Bottle Filling Stations."

By consensus the committee would like uniformity in color and plaque style for all stations.

4. The next item being: "discuss donor recognition."

By consensus, there should be uniformity in the plaques. The Clerk and Mayor will address the language for a press release to recognize donors.

5. The next item being: "discussion regarding alternate name recognition for Mr. Cowell's station, if any."

The Clerk and Mayor will address the language in the press release for this recognition.

6. Next item being “discussion regarding proposed locations for additional entities that may be interested.”

By consensus the committee would like to work with future donors individually to secure funds and additional locations for water bottle filling stations.

7. Next item being “public comment.”

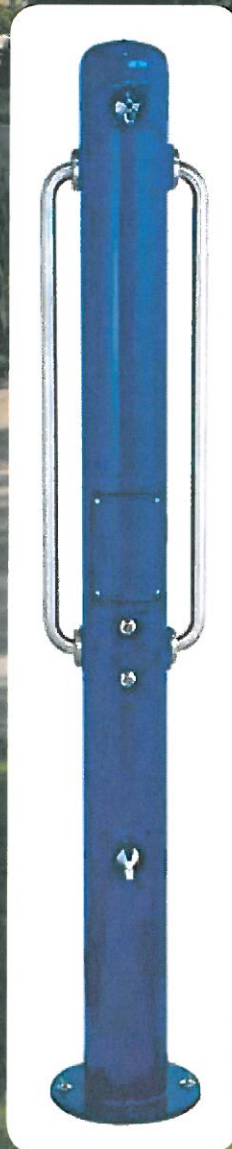
None.

The meeting was declared adjourned at 10:48 a.m.

Mayor Pro Tem Carruthers,
Recording Secretary

**STERN
WILLIAMS**

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WATER BOTTLE FILLER STATION SPECIFICATIONS

MODEL: 7700

TYPE: Combination filtered water bottle filler and handicap accessible drinking fountain.

PEDESTAL: 10-3/4" diameter steel pipe with 3/16" wall.

ARM: 3/16" sheet steel arm projecting 20" from the pedestal.

RECEPTOR: 18 gauge stainless steel with chrome plated brass drain plug on fountain.
Powder coated metal with chrome plated brass drain plug on filler.

BUBBLER: Chrome plated brass, locked to receptor with vandal resistant steel guard.

FILLER SPOUT: Brushed aluminum.

VALVE: Two (2) chrome plated brass push button assemblies recessed in 1/2" steel plate with adjustable flow regulating valves.

MOUNTING: Surface. 1/2" thick 15-1/4" o.d. base support plate with four (4) bolt holes.

WASTE: 1-1/4" schedule 40 PVC.

SUPPLY: 1/2" reinforced vinyl tubing with 1/2" IPS hook-up and stainless steel fittings.

FINISH: Polyester powder coat.

COLOR: Green. Optional colors: red, blue, dark bronze, black, silver, sand, yellow, orange and white.

OPTIONS:

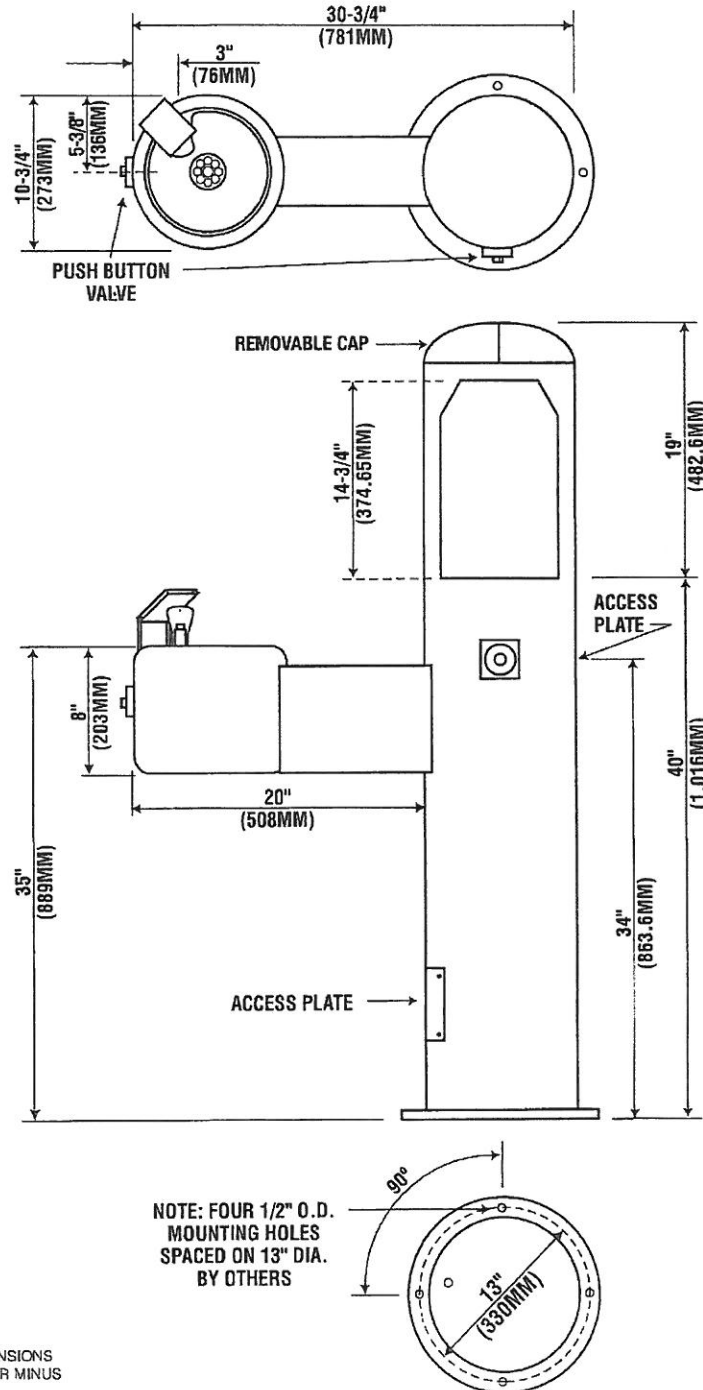
- 32 1/2" compression type with standard hose connection and vacuum breaker
- 35-VP recessed hose bibb with locking cover
- 85 valve box
- 90 attached pet fountain
- 96 sand strainer plate
- SS stainless steel
- SMP-10 surface mounting plate

STERN

WILLIAMS DIMENSIONAL INFORMATION

MODEL 7700

MODEL 7700
Single Fountain with
Water Bottle Filler Station



NOTE: THESE ROUGH-IN DIMENSIONS
MAY VARY 1/2 (13 mm) PLUS OR MINUS



Katie Lowran <klowran@traversecitymi.gov>

Water Bottle Filling Stations - Quick Synopsis

1 message

Katie Lowran <klowran@traversecitymi.gov>

Thu, Feb 6, 2014 at 2:21 PM

To: Benjamin Marentette <bmarente@traversecitymi.gov>, Makayla Vitous <mvitous@traversecitymi.gov>, Jered Ottenwess <jottenwess@traversecitymi.gov>

Hi Jered, Makayla, and Ben,

I wanted to bring you up to date regarding the Water Bottle Filling Stations, prior to our discussion on Monday, February 10th at 1:30pm.

In July, 2013, a myriad of donation requests were mailed to potential funders stating that the City of Traverse City was seeking funds to purchase three water bottle filling stations. (The assumption at the time was that after we "outfit" the Open Space, we would look placing water bottle filling stations in other city parks). The correspondence stated that these water bottle filling stations will essentially serve two purposes: 1) to function as a traditional drinking fountain; and 2) to have a special feature to fill reusable water bottles. Based on estimates at that time, the donors were advised that the cost of each water bottle filling station would be \$7,000; and that the city needed a total of \$21,000 to make this happen. In addition, the correspondence stated donor recognition (such as a plaque) would be provided on each water bottle filling station. The ad hoc indicated that the city would be responsible for any ongoing maintenance costs i.e. cost of replacement filters.

Hagerty issued a Challenge Grant in which Hagerty would fund one water bottle filling station if the city could find donors for the other two. Mr. Cowell and the NCF have verbally indicated their desire to each fund one station. Outside of this, EKT Peerless has indicated that they would consider funding an additional water bottle filling station in the vicinity of the warehouse district. (not included on map) Per Dave Green, this is an additional viable option.

At an ad hoc committee meeting in December, more specifics have been received regarding the "actual" costs of the water bottle filling stations, which fall below the original quote of \$7,000. Below are the actual anticipated costs as provide by Justin Roy:

"fountain change out" (2 out of 3 will need to be retrofitted)

Stern-Williams Model #7700 Fountain comprised of 1 bottle filling station and 1 drinking fountain - \$2750.00 + \$175.00 shipping = \$2925.00

Employee, vehicle and parts to perform removal & installation - \$1000.00

5" x 8" Bronze plaque - \$300.00

5" x 8" Cast aluminum plaque - \$200.00

Total estimate - \$4225.00 (bronze plaque)

Total estimate - \$4125.00 (alum plaque)

*difference
-\$2,775*

Here is the breakdown of a new fountain install located at the entrance to the marina. (1 out of 3)

Stern-Williams Model #7700 Fountain comprised of 1 bottle filling station and 1 drinking fountain - \$2750.00 + \$175.00 shipping = \$2925.00

Employee, vehicle and parts to perform installation - \$2000.00

5" x 8" Bronze plaque - \$300.00

5" x 8" Cast aluminum plaque - \$200.00

Total estimate - \$5225.00 (bronze plaque)

Total estimate - \$5125.00 (alum plaque)

*difference
-\$1,775*

The replacement filters cost about \$50 ea. and they filter 2000-3000 gal. Per Justin, this change out could be weekly, hopefully bi-weekly or monthly - frequent changes at these stations may result in some significant cost. They would typically be in use from May - October, weather dependent, of course.

If we needed to perform weekly changes, something like the example below is what it could cost.

3 Stations/Filters @ \$50 ea = \$150 weekly

\$150 per wk for approx. 20 wks = \$3000 seasonally

I've attached the catalog from the manufacturer of the model that we intend on installing as well as the specs that go along with it. The specific model is on page 20 of the catalog. Model #7700. I have also attached the specs and map of proposed locations at the Open Space.

Please let me know if you have any additional questions you would like addressed prior to our meeting on Monday.

Thank you.

Katie Lowran

Deputy City Clerk | City of Traverse City

400 Boardman Ave | Traverse City | Michigan 49684

klowran@traversecitymi.gov | www.traversecitymi.gov/clerk.asp

O: 231.922.4480 | F: 231.922.4485

3 attachments



#7700 spec & drawing, 10-11.pdf

614K



2013_Open_Space_Water_Stations_REV01.pdf

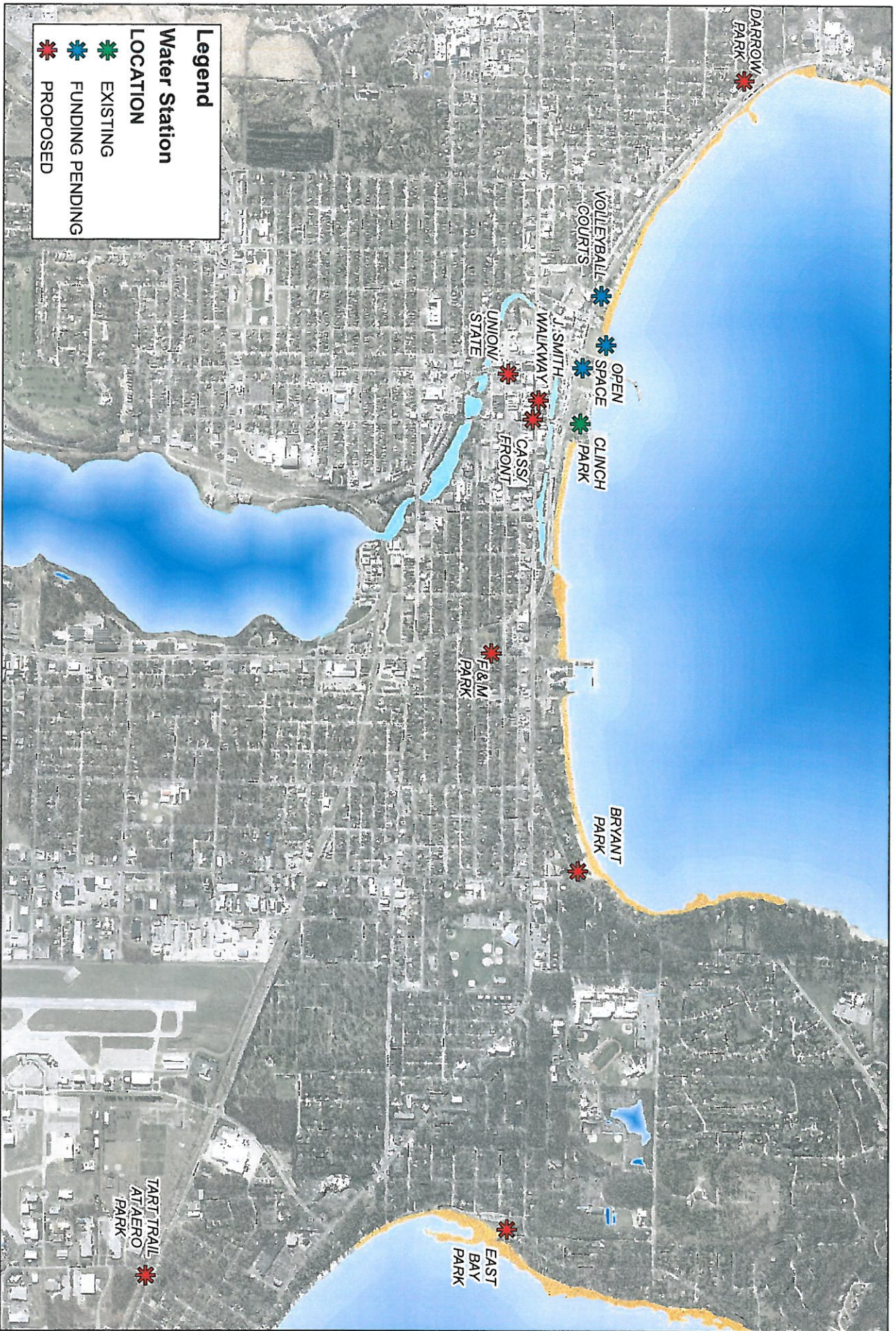
234K



Stern Williams Catalog (1).pdf

1531K





Sample Press Release

FOR IMMEDIATE RELEASE

*also subject
to Hagerty
approval due
to Challenge
Grant
specifications

Subject: WATER BOTTLE FILLING STATIONS COMING TO TRAVERSE CITY

Contact: Katie Lowran, Deputy City Clerk
klowran@traversecitymi.gov

Three water bottle filling stations are coming to west bay this spring. The filling stations will retrofit two existing drinking fountains and install one new one. These water bottle filling stations will essentially serve two purposes: 1) to function as a traditional drinking fountain; and 2) to have a special feature to fill reusable water bottles. The initiative is intended to enable our community, as well as, visitors to enjoy a drink of fresh, clean, local water through the fountain or fill their reusable water bottle and enjoy water on the go which contributes to a healthy lifestyle.

People in the United States of America drink and discard more than half a billion water bottles per week. In our community, we see the effects of bottled water with discarded plastic water bottles filling refuse bins and littering our streets, parks and pathways. However, our concerns are beyond aesthetic – public money is spent collecting, landfilling and/or recycling these bottles. The production, packaging and transport of water bottles use vast amounts of energy and contribute to greenhouse gas emissions.

The new filling stations are thanks to a collaborative effort with Hagerty Insurance Agency, LLC who immediately offered a Challenge Grant to area donors in the City of Traverse City when learning of the proposed idea. The Hagerty Challenge Grant offered to fully fund one water bottle filling station contingent upon securing funding for two additional stations.

The National Cherry Festival stepped forward to fund a new station to be installed at Grandview Parkway and Union Street. An additional donor, who wishes to remain anonymous, offered to fund a station located at the volleyball courts.

Additional locations for future water bottle filling stations have been identified. It is the vision of the City of Traverse City City Commission to have these stations available in all our parks and other locations within the city. If you are interested in funding a station or wish to make a tax deductible gift, please send your contribution to: City of Traverse City, c/o Katie Lowran, Deputy City Clerk, 400 Boardman Avenue, Traverse City, Michigan.

Gift Agreement

This Agreement is made between Hagerty Insurance Agency, LLC, with address being 141 River's Edge Dr., Suite 200, Traverse City, MI 49684, (hereafter referred to as "Donor") and the City of Traverse City (hereafter referred to as the "City"). The City is a tax exempt organization qualified by the Internal Revenue Service; its IRS tax identification number is 38-6004740; one City Initiative is placing water bottle filling stations in designated City parks ("Purpose") and the City is raising funds primarily by means of contributions from private as well as public sources to put the Purpose into effect.

The Donor desires to support the City's Purpose by making the following contributions to the City. All Contributions to the City are tax deductible to the extent allowed by law.

1. Hagerty shall make a contingent one-time cash donation to the City of seven-thousand dollars (\$7,000) to be specifically used for the for the purposes of:
 - a. Purchasing one (1) water bottle filling station;
 - b. The gift is contingent on the City's ability to secure written funding commitment (s) from additional donor (s) for the remaining fourteen-thousand dollars (\$14,000) need to secure two (2) additional water bottle filling stations by 12/31/13.

City further agrees to:

1. Submit an annual report to Donor conveying the following: benefit to community, benefit to City, status of completion of Purpose, feedback from community, etc., which shall be condition precedent to further contributions from the Donor. Donor will supply the form outlining its reporting requirements relating to the Contributions on or around the one-year mark of this agreement's signature.
2. Acknowledge "Hagerty" in reply to any gift provided to the City.
3. Liaise with Hagerty's Corporate Communications department to obtain an approved company logo and written consent to use the Hagerty branding, logos and intellectual property in all material.
4. Provide Hagerty with editorial review of all marketing and public relations materials used by the City, as they relate to this gift, prior to release.

AGREED BY THE PARTIES on August 30, 2013:

Donor's Signature: Melissa Hagerty
Title: President & CEO

Date: 8/30/2013

The undersigned City hereby accepts the foregoing gift and agrees to use the Contributions from Donor only in accordance with the purposes as set forth above.

City's Signature: [Signature]
Title: Mayor

Date: 9-20-13